

Counsellor, Zug Campus
Job Description

The Primary/Middle School Counsellor is directly responsible to the Head of Campus and Middle School Principal and will promote student success through the implementation of a School Counselling program in accordance with The International Model for School Counselling Programs. Through this, the Counsellor will address the academic, career, and personal/social needs of ISZL students. The Primary/Middle School Counsellor is responsible for the development of the ISZL counselling programme, in collaboration with the Head of Department, and for creating a positive school climate.

School Wide Expectations

1. Will adhere to and uphold the ISZL Mission Statement
2. Will adhere to and uphold the ISZL School Ethos and Culture
3. Will adhere to ISZL policies and procedures
4. Will participate in the ISZL Virtual Learning Environment & integrate technology as appropriate

Reporting to: Head of Campus and Middle School Principal

Specific Responsibilities include:

- Collaboration with students, parents, teachers, administrators and other staff to meet the needs of the students at ISZL by identifying areas of need and developing ways to address them.
- Advocating for all ISZL students and work to promote their academic, personal/social and emotional development.
- Provide individual and small group counselling as needed.
- Create and establish an atmosphere of trust and rapport with students, parents, and staff.
- Support transition programs for students and families new to the ISZL community.
- Play an active role in supporting the work of the Student Support Service Team across Primary and Middle School.
- Assist students in crisis, provide counselling and make appropriate referrals as necessary.
- Support students in making informed responsible decisions at key transition points such as Grade 5 to Grade 6, and Grade 8 to Grade 9.
- Work with the High School Counsellor in assisting students in acquiring the knowledge and skills required to make informed decisions about High School classes.

- Assist students in developing skills related to lifelong learning, responsible citizenship and independence.
- Attend meetings addressing students' needs and recommend interventions and action plans.
- Keep an open-door policy for Primary/Middle school students, parents, and staff regarding any area of concern.
- Help students evaluate their abilities, interests, talents, and personalities to develop realistic goals.
- Assess social, emotional, and academic developmental readiness and assist in developing appropriate curriculum.
- Collaboration with staff at ISZL in the development and implementation of the PSHE curriculum.
- Collaborate with counsellors from Professional organizations such as ASCA in order to keep up to date in the field of School Counselling and to access new ideas and approaches.
- Collaborate with Zug Campus and High School counselling team to develop parent workshops to aid and guide parents within the ISZL community

Professional Development:

- Actively seeking professional development in any of the above points that are considered by the Counsellor and/or the school to require development.
- Collaborate with counsellors from Professional organizations such as ASCA in order to keep up to date in the field of School Counselling and to access new ideas and approaches.
- Active participation in constructive professional development/appraisal, based directly on the points in this job description and the ISZL appraisal process where applicable.

As a member of the faculty of the Primary/Middle School, the employee shall:

- Represent the department, as requested, on various committees.
- Promote the School's image and reputation, and bring any issues or concerns that could reasonably affect the same to the attention of the Campus Head.
- Liaise with the Heads of Department and the Campus Head/Principal to ensure clarity and cohesive and uniform application of the School's administrative procedures.

Updated: Meryl Zuerrer, 26 August 2019